

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:** 2013-0681

**Innoprise Contract #:** C13-0114

**Year:** 2014

**Amount:** \$50,000.00

**Department:** Kurt Corrigan - DS

**Contract Type:** Professional Engineering Services

**Contractors Name:** Kimley-Horn and Associates, Inc.

**Contract Description:** Main Street District Traffic/Parking Consultant  
C14-0096 2014-0535 additional work \$4500  
C15-0015 2015-0050 Amend#2 add'l work \$30,000  
C15-0075 2015-0360 Amend #3 add'l work \$47,000  
C15-0080 2015-0440 Addendum A UCMC Parking Deck \$85000  
C15-0129 2015-0785 Add A.1 UCMC Parking Deck \$77000

MAYOR  
Daniel J. McLaughlin  
VILLAGE CLERK  
John C. Mehalek  
14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100  
[www.orlandpark.org](http://www.orlandpark.org)



VILLAGE HALL

TRUSTEES  
Kathleen M. Fenton  
James V. Dodge  
Patricia A. Gira  
Carole Griffin Ruzich  
Daniel T. Calandriello  
Michael F. Carroll

January 27, 2016

Mr. S. Kurshid Hoda, CPP  
Kimley-Horn and Associates, Inc.  
1001 Warrenville Road, Suite 350  
Lisle, Illinois 60532

**RE: *NOTICE TO PROCEED – Addendum A.1 dated December 9, 2015 – Main Street District Traffic/Parking Consultant Agreement***

Dear Mr. Hoda:

Enclosed is a copy of Addendum A.1 dated December 9, 2015 for Professional Consulting Services related to the UCMC Parking Structure in an amount not to exceed Seventy Seven Thousand and No/100 (\$77,000.00) Dollars. Please attach this to the original Main Street District Traffic/Parking Consultant contract dated December 4, 2013.

The Village will be increasing Purchase Order #14-000970 for the above service and will email/fax it to you. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski  
Contract Administrator

cc: Karie Friling  
Mike Kowski

MAYOR  
Daniel J. McLaughlin

VILLAGE CLERK  
John C. Mehalek

14700 S. Ravinia Avenue  
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December 9, 2015

Mr. S. Khurshid Hoda, CPP  
Kimley-Horn and Associates, Inc.  
1001 Warrenville Road, Ste. 350  
Lisle, Illinois 60532

**RE: *Addendum A.1 dated December 9, 2015***  
***Main Street District Traffic/Parking Consultant Agreement***

Dear Mr. Hoda:

This notification is to inform you that on December 7, 2015, the Village of Orland Park Board of Trustees approved awarding Kimley-Horn and Associates, Inc. the contract in accordance with the proposal you submitted dated December 1, 2015 for Professional Consulting Services related to the UCMC Parking Structure. Please note that the terms and conditions of the contract dated December 4, 2013 (not February 11, 2014 as stated in the proposal) shall apply; therefore, I am amending the original agreement to include this project/proposal dated December 1, 2015. Please sign two (2) copies of the attached Addendum A.1 and return both copies to my attention at Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462. I will return a fully executed addendum for your files.

If you have any questions, please call me at 708-403-6173.

Sincerely,

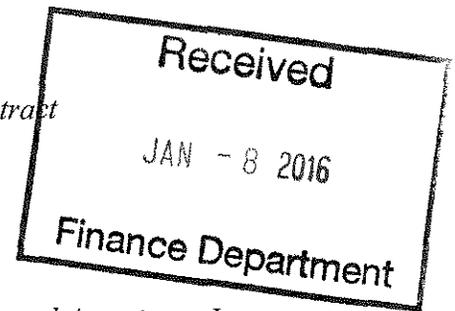
  
Contract Administrator

cc: Karie Friling  
Michael Kowski

**ADDENDUM A.1 to**  
*Main Street District Traffic/Parking Consultant Contract*

**Dated**  
*December 4, 2013*

**Between**  
*The Village of Orland Park, Illinois ("VILLAGE") and Kimley-Horn and Associates, Inc.*  
*("CONTRACTOR")*



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WHEREAS, on December 4, 2013, a certain Agreement regarding Main Street District Traffic/Parking Consultant between the Village and the Contractor was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, on August 27, 2014, December 18, 2014 and June 5, 2015, a certain Agreement regarding Main Street District Traffic/Parking Consultant between the Village and the Contractor was amended (hereinafter referred to as "Amendments 1-3"); and

WHEREAS, on July 23, 2015, a certain Agreement regarding Main Street District Traffic/Parking Consultant between the Village and the Contractor was amended (hereinafter referred to as Addendum A); and

WHEREAS, the Village wishes to modify the scope of the work to include oversight of the design and site prep.

NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement and subsequent amendments and addenda, the provisions of this Addendum shall control.
2. **SECTION 1: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include "Amendment A.1 dated December 9, 2015 (proposal dated December 1, 2015)".
3. All of the other terms, covenants, representations and conditions of said Agreement, Amendments 1-3, and Addendum A not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
4. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum, made and entered into effective the **9th day of December, 2015**, shall be attached to and form a part of the Agreement dated the 4<sup>th</sup> day of December, 2013 and shall take effect upon signature below by duly authorized agents of both parties.

**ADDENDUM A.1 to**  
*Main Street District Traffic/Parking Consultant Contract*

**Dated**  
*December 4, 2013*

**Between**  
*The Village of Orland Park, Illinois ("VILLAGE") and Kimley-Horn and Associates, Inc.*  
*("CONTRACTOR")*

---

**AGREED AND ACCEPTED**

**FOR: THE VILLAGE**

By: \_\_\_\_\_



Print Name: Paul G. Grimes  
Village Manager

Its: \_\_\_\_\_

Date: 1/11/14

**FOR: THE CONTRACTOR**

By: \_\_\_\_\_



Print Name: Dean M. Ambrose

Its: Vice President

Date: 12/22/13

# Kimley » Horn

December 1, 2015

Ms. Karie Friling  
Director Development Services  
Village of Orland Park  
14700 Ravina Avenue  
Orland Park, IL 60462

**RE: Village of Orland Park  
Owner's Representative Services for the Parking Structure  
Main Street Triangle, Orland Park, IL**

Dear Ms. Friling,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Engineer" or "Consultant") is pleased to submit this proposal to the Village of Orland Park ("Village" or "Client") for providing "Design/Build Phase (Owner's Representative)" services related to the parking structure to be constructed in the "Main Street Triangle" located in the Village of Orland Park. The services offered in this proposal are an expansion of services and is based on Village's request for additional services announced in Kimley Horn's current active contract. The services will provided by Kimley Horn's staff and its team of SPACECO (site civil and utility items) and TOA Architects (architectural items). This proposal, if accepted, will amend the contract between Kimley-Horn and the Village dated February 11, 2014.

-NTP  
date  
12/9/15  
December 4, 2015 - contract  
date

## Project Understanding

Kimley-Horn assisted the Village in the development of "Performance and Design Criteria" and RFP documents for the proposed parking structure to meet the parking needs of the University of Chicago Medical Center (UCMC) and other developments that will be constructed in the "Main Street Triangle." The RFP process and procurement of the Design-Build Team (DB-Team) is almost complete. The Village staff wants to extend Kimley-Horn's contract to provide Owner's Representative services for the design and construction phase of the parking structure project. Additionally, the Village staff wants Kimley-Horn to provide construction review services as the UCMC project and the parking structure project will be under construction simultaneously. We also understand that one or two additional projects in the Triangle may start sometime next year.

## Scope of Services

This proposal is for the following two tasks.

- Task 1 – Owner's Representative – Design Review Services
- Task 2 – Construction Review of Main Street Triangle Construction Projects (during design, site preparation, and demolition phase only)

Based on discussions with the Village staff, Kimley Horn will submit a separate proposal for additional Owner's Representative services for the Construction Administration Phase of the project.

For this proposal, Kimley-Horn will provide the services specifically set forth below:

*Task 1 – Owner's Representative – Design Review Services*

For this task, Kimley-Horn will act as Owner's Representative in reviewing and commenting on design documents prepared and submitted by the selected DB-Team. These reviews will focus on general conformance with the Performance and Design Criteria document, RFP, and best parking design practices commonly used in the parking industry in this local market. All correspondence and information will be coordinated with the Village. This task is will specifically include the following items:

1. Attend design meetings with the DB-Team. It is anticipated that the meetings will be scheduled at least on a weekly basis. We have estimated up to twelve (12) meetings for this task. These meetings will include a kick-off for the design phase of the project and progress meetings to review the overall design of the parking structure against the objectives of the parking structure project.
2. Attend meetings with the Village staff. We anticipate weekly meetings with Village's project team, building department including permit review team, police department, maintenance department, and other departments as identified by the Village staff. These meetings may be scheduled concurrently with DB-Team meeting mentioned above in Item 1. We have estimated up to eight (8) meetings for this task.
3. Review and provide written comments on design and construction drawing submitted by the DB-Team. We will review the materials with the intent that the DB-Team's design meets or exceeds design criteria and objectives defined in the Performance and Design Criteria document and RFP. Additionally, we will be reviewing and commenting on "best parking design practices" commonly used in the parking industry in this local market.
4. Coordinate design document reviews and collect written comments from the project architect (TOA Architects) and Civil Engineer (Spaceco, Inc.).
5. Respond to questions from the Village regarding the intent of the Performance and Design Criteria document created by Kimley-Horn's team.
6. Assist the Village with the evaluation and selection of Value Engineering (VE) items proposed by the DB-Team.
7. Attend meetings with the utility companies including ComEd, Nicor, and Water Department. We will coordinate with Spaceco in reviewing and collecting written comments on the design documents submitted by the utility companies.
8. Assist the Village in reviewing and responding to DB-Team's questions, Requests for Information (RFIs), Change Order requests, and other requests during the design phase. We will provide our written comments to the Village as the Village will be the official respondent to all DB-Team's requests.
9. Assist the Village and the DB-Team in presenting design documents for the public review process. Our scope include selecting appropriate documents, presentation format, and other related information that should be included for public review. It is our understanding that the Village staff will take lead and be responsible for organizing and documenting the public input through this process.
10. Assist the Village and the DB-Team in providing and updating project status on the project website. Based on the discussion during the interview process, it is our understanding that the

DB-Team will develop and maintain a project website for the duration of the design and construction phase.

11. Assist the Village with the review and approval of monthly pay applications submitted by the DB-Team during design phase. Kimley-Horn will review each pay application and provide an opinion as to whether the pay application percent complete is consistent with the progress observed as part of the design phase. Kimley Horn will provide a recommendation on approval of payment for each pay application, so that the Village can accordingly process the application.

*Task 2 – Construction Review of Main Street Triangle Construction Projects (during design, site preparation, and demolition phase only)*

1. Serve as Owner's representative to review and understand construction related issues with the Parking Structure Contractor and the UCMC contractor. Kimley Horn will not have any control or oversight of any contractor(s) activities, but will serve as a review entity to help explore possible solutions for conflicts that arise in an effort to protect the Village's interests. These may include:
  - a. Construction staging areas
  - b. Materials delivery
  - c. Construction workers parking
  - d. Utility coordination
  - e. Coordination with Village staff
2. Attend construction coordination meetings on as needed basis. Prepare and provide written summary reports for each meeting to the Village staff.

## **Services Not Included**

Any other services, including but not limited to the following, are not included in this Agreement.

1. Design review and Owner's representative services during active construction which is expected to occur from March 2016 to December 2016.
2. Traffic and transportation engineering services
3. Any services not specifically identified in the tasks above.
4. Site survey
5. Geotechnical engineering
6. Building permits
7. Material testing services
8. Environmental stream permitting
9. Preparation of structural tests and special inspections specifications.
10. Preparation of contract drawings and documents
  - a. Preparation of Record Drawings.
  - b. Assistance with project closeout and systems startup.

## **Additional Services**

Any services not specifically provided for in the above scope, as well as any changes in the scope the Village requests, will be considered additional services and will be performed at our then-current hourly rates. Additional services we can provide include, but are not limited to, the following:

1. Parking management and governance services.
2. Services to retain a parking operator.
3. Parking facility management systems.
4. Parking rate study and recommendations.
5. Short- and long-term maintenance plans.
6. Environmental stream permitting.
7. Design services related to areas outside the proposed project limits.
8. Offsite roadway and/or traffic signal design.
9. Air quality analysis and permitting.
10. Phasing and traffic control plans for construction phase activities including pedestrian detour plans.
11. Preparation of structural tests and special inspections specifications.
12. Design services related to irrigation systems.
13. Design services related to specialized site lighting, landscape lighting, or building accent lighting beyond those listed above.
14. Geotechnical design services, liquefaction analyses, or Site Specific seismic analyses.
15. Structural engineering services

## **Information Provided by the Village**

The following information shall be provided by the Village. We shall be entitled to rely on the completeness and accuracy of all information provided by the Village.

1. Final executed contract and a notice to proceed.
2. Prompt review of submittal documents to facilitate the continuous flow of the project through design and construction phases.
3. Material testing services.

## **Schedule**

Kimley-Horn will coordinate design and construction schedule with the DB-Team and Village staff; however, for this proposal and scope of services, we will provide design review and construction administration services starting December 8, 2015.

We anticipate to provide our services until the parking structure construction is complete. It is our understanding that the parking structure construction will be completed by December 31, 2016. As mentioned previously, a separate proposal will be submitted to continue to provide our services for construction administration, construction document reviews, shop drawings reviews, and other related services.

## **Fee and Expenses**

Kimley-Horn will perform the Services in Tasks 1 and 2 on a labor fee plus expense basis. Labor fee will be billed on an hourly basis according to our then-current rates. A percentage of labor fee will be added to each invoice to cover certain other incidental expenses such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project will be billed hourly.

Direct reimbursable expenses such as express delivery services, fees, and other direct expenses will be billed at 1.10 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Based on current information, Kimley-Horn estimates that Kimley Horn Team's labor fees for this proposal will be approximately \$74,000. We have estimated \$3,000 in reimbursable expenses. Fee estimates in this proposal are for general budgeting purposes only. Actual fees may be less or more than the estimates.

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Based on our discussions with the Village staff and understanding of scope of services, we have budgeted 24 hours per week (starting December 8, 2015) for design reviews and on-site project management and construction coordination services. In our fee for Task 1, we have included field time to manage and coordinate construction activities with the DB-Team.

## Closure

As mentioned previously, this proposal is offered under the terms and conditions of the contract between Kimley-Horn and the Village of Orland Park dated ~~February 11, 2014~~ <sup>December 8, 2015</sup>

We appreciate the opportunity to continue to provide our services to you. Please contact me at (312) 924-7432 or [khurshid.hoda@kimley-horn.com](mailto:khurshid.hoda@kimley-horn.com) should you have any questions or need additional information.

Sincerely,



S. Khurshid Hoda, CPP  
Senior Project Manager



Dean Antony, P.E.  
Vice President